

# **HAVANT AND WATERLOOVILLE SWIMMING CLUB**

## **ANNUAL REPORT & ACCOUNTS**

**Financial Year 01<sup>st</sup> September 2019 – 31<sup>st</sup> August 2020**

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# **HAVANT AND WATERLOOVILLE SWIMMING CLUB**

## **TRUSTEES REPORT**

**Financial Year 01<sup>st</sup> September 2019 – 31<sup>st</sup> August 2020**

### **Administrative Details**

Charity Name: Havant and Waterlooville Swimming Club

Registered Charity No. 1173746

Principle and Registered Office: Waterlooville Leisure Centre, Waterlooville, Hampshire PO7 7UW

Email: [secretary@handwsc.co.uk](mailto:secretary@handwsc.co.uk)

Bankers: Santander, 10 North Street, Chichester, PO19 1LB

Independent Examiner: Derek Rodwell FCCA, Impact The Future Ltd, Bennett Verby, 7 St Petersgate, Stockport, Cheshire. SK1 1EB

### **Structure, Governance and Management**

Havant and Waterlooville Swimming Club (HWSC) is governed by a board of trustees that include the Chair, Secretary and Treasurer. Any person who is invited to act as trustee and would not be disqualified from action may be appointed to be a trustee by the decision of the trustees. Helen Hull was the Chair of the Trustees during this financial year.

During the period, the following served as trustees of the charity:

- Helen Hull (Chair of Trustees)
- Susan Dewar (Club Secretary)
- Joanna Lorimer (Treasurer)
- Steve Faull (Health and Safety)
- Kenneth Parry
- Julie Parmenter (from 4 June 2020)

Trustee meetings were held on **11 October 2019** (one Agenda item meeting), **28 February 2020**. After this meeting all Trustee meetings have been held remotely via Zoom due to Covid19 restrictions. For practical purposes to help the implementation of Covid19 regulations, and to enable Trustees to more easily hear the opinions of parents, some additional meetings have been held jointly with the Operational Committee of HWSC. Trustee only meetings were held on **16 April 2020, 7 May 2020, 4 June 2020, 21 August 2020**. The Annual General Meeting for 2018 to 2019 was held via Zoom on 23 May 2020. Joint meetings were held on 18 June 2020, 7 August 2020.

## **All club swimming finished on Friday 20 March and resumed on Monday 10 August with a very limited timetable.**

HWSC is a Swim Mark accredited club with the next submission of evidence due to be submitted to the Management Board meeting of Swim England South East in March 2021.

### **Objectives & Activities**

This is the Third Annual Report of the Havant and Waterlooville Swimming Club Charitable Incorporated Organisation (CIO). It covers the period from 01 September 2019 to 31 August 2020. The purpose of the Havant and Waterlooville SC is the promotion of community participation in healthy recreation in particular by the provision of facilities for swimming.

The Club delivers this purpose by providing a structured swim training programme throughout the year at pools hired for the purpose. Swimmers are divided across a range of squads, grouped by age, ability and their interest in competing. The Club is focused on the needs of all its swimmers, ensuring that they receive the best possible support to reach their full potential and long term development. The Club provides a variety of opportunities to participate in swimming competitions both as part of a team and as individuals. Swimmers are supported in achieving their individual swimming goals, whether those be competing at county, regional or national level, or developing personal fitness and ability. The Club is inclusive of disabled swimmers and encourages parents and older swimmers to develop skills as volunteer officials and helpers. *There was no swimming from 20 March until 10 August 2020 and there have been no Competitions since 14 March 2020.*

The swimming programme is led by the Head Coach, Graham Pople and the day to day running of the Club is led by the Operational Committee of the Club, the members of which met monthly prior to lockdown and jointly with Trustees, as mentioned above, during lockdown.

### **Achievements & Performance**

The Club held normal training sessions until 20 March. On the 10 August the Club started swimming at Waterlooville Leisure Centre only from 05.30 to 07.15 seven mornings a week. During August a maximum of 40 swimmers was permitted in the pool, in groups of 10 swimmers, in each of 4 double lanes. Credit goes to our youngest and most junior swimmers who swam on a Sunday morning from 05.30 during this period

From September 2019 the Club lost the use of Barncroft School pool and as a result the junior swimmers trained at Waterlooville pool on a Sunday evening (pre-Covid19) and then Sunday morning. The Saturday session for adults continued until lockdown in March. The Club coaching staff has remained stable throughout. During the lockdown period the members of the junior squads took

part in land activities at home and the coaches made a video of their activities during this period.

The Club was unable to support any external training activities initially because the facilities at Crystal Palace were closed, then lockdown occurred.

### **Swimmers from the club participated in:**

- 3 Fun Galas these are for the most junior members
- 2 Junior Galas
- 3 B team selection galas
- 3 Level 1 meets.
- 4 level 2&3 meets supported by all squads from the most junior through to the top squads.
- The Club ran one Level 3 meet, Peter Bull in December 2019 and jointly hosted the Forest of Bere meet on 14 March 2020 with Winchester City Penguins.
- The Club Championships ran over four sessions at Level 4 in October 2019
- At Counties we had 12 girls swimming and they won 1 Silver and 4 Bronze medals. 16 Boys swam winning 2 Golds and 1 Bronze medals, congratulations to Reuben on the Golds.  
We also entered 12 relay teams
- There were no Regionals or nationals in 2020.  
Elizabeth Foster competed in National Championships Para Championships in December 2019.
- The Club had 1 swimmer on national disability camp and 1 swimmer at a regional camp.
- 1 swimmer swam for Hampshire in the county team.
- The Masters swimmers competed in Open meets, County, Regional and National Championships in 2019 and one long course open meet in January 2020. 3 swimmers represented Hampshire at the inter-county event in November 2019.

### **What we did well, athlete swimming/competition/social**

- Swimmer and child safety is paramount and we upheld our good safety record.
- Coach allocation covering all sessions was complex and achieved.
- The dry side programme was up and running for Performance, Junior Performance and Advanced Squads but has not been available since March 2020.
- The Club is using a Personal Trainer to run some of the dry side sessions to help strengthen our programme as we continue to struggle to get enough pool time.
- Our Club championships were a great success due to the younger members of the Club being encouraged by their coaches to get on the first rung of the racing programme.

- The B league competitions are steadily being filled with swimmers from the junior squads.
- Bedales School was being used to its full potential by swimmers in the top two squads. The Club thanks the parents of these swimmers for transporting them to the pool. The pool has not been available since March 2020.
- We held a very successful presentation evening in December 2019 and the Trustees are grateful to all those who gave many hours of time to organise the evening.
- We held our Annual Chris Hunt Challenge on January 4 2020 and it was agreed that the proceeds would be used by the Club to help towards the funding of the new timing equipment.

Throughout this period we have maintained and built on the progress we have made during the past few years. But we entered a period of swimming and financial uncertainty in March 2020.

### **Payments to Trustees during Financial Year**

There were no payments made to trustees during the financial year.

The finance Officer was paid £2,835 for the accounting during the year and our auditor was paid £750

### **Future Plans**

Havant and Waterlooville Swimming Club plan to continue developing the para swimmer area of the Club. We have a coach who has developed nationally recognised skills in this area.

But our main aim will be to regain pool time for all swimmers and to rebuild the skills, strength and confidence of our swimmers following the long periods of absence from the pool.

We will continue to work with Horizon, our main pool provider, who themselves has been hit hard by the shutdown of pools and gym facilities. We have liaised with them over all the arrangement required by the Covid19 regulations including our risk assessments and the monitoring of swimmers.

### **Covid19**

Like all swimming clubs we have been hit hard financially and recreationally by Covid19. Many hours of work by our Committee, Trustees, parent helpers, coaches and club captains were, and continue to be, undertaken to enable swimming to take place during the periods between lockdowns. A special thanks to all those parents who have supervised and organised the swimmers in to the

correct lanes for swimming, kept accurate records of attendance and sat patiently poolside during the swim sessions.

### **Financial Review**

Income for the financial year totaled £123,540 (2019 £203,700) with expenditure of £130,261 (2019 £191,284). The deficit for the year was £6,321 on unrestricted funds compared with a surplus of £10,916 in 2018/19.

### **Reserves Policy**

It is the policy of the Club to have reserves available at any time to cover 3 months' worth of costs. In terms of 2019-20 expenditure this would indicate holding reserves of £32k. As can be seen from these financial statements the funds balance at the end of the year was £42k with £6k being owed to suppliers and £2k being owed by debtors.

### **Public Benefit**

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to the Charity Commission's general guidance on public benefit. As can be clearly seen from the list of above activities the income received by the Club is all utilized in the swimming programme, pool hire and coaching. The Club also supports both the home and away galas which are in the programme each year in accordance with the Club's objectives. There is also an annual fundraising event to raise money for a chosen charitable cause.

Signed on behalf of the Havant and Waterlooville Swimming Club:

Name: Dr Helen Hull

Position: Chair of Trustees

Signature: 

Date: 26 05 2021

## **Independent examiner's report to the Trustees of the Havant and Waterlooville Swimming Club**

I report on the financial statements of the charity for the period ended 31 August 2020, which are set out on pages 9 to 10.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act). I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters that I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to any other than the charity and the charity's trustees as a body for my examination work, for this report or for the statements that I have made.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair

view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act ; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Regulation 8 of the Accounts Regulations and the 2011 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 7<sup>th</sup> June 2021

Derek Rodwell- ITF Ltd, Bennett Verby, 7 St Petersgate, Stockport, Cheshire, SK1 1EB



# Havant and Waterlooville Swimming Club

## Receipts and payments

for the year ended 31st August 2020

	Notes	Unrestricted funds £	Restricted Funds £	2020 £	2019 £
<b>Receipts</b>					
Squad Fees		76,356		76,356	122,554
Membership		17,758		17,758	18,385
Home Galas		21,090		21,090	42,171
External Galas		5,690		5,690	11,424
Kit/Social		1,172		1,172	3,951
Training Camp		0		0	3,270
Donations		1,275		1,275	1,591
<b>Total receipts</b>		123,340	0	123,340	203,346
<b>Payments</b>					
Pool Hire		58,278		58,278	92,287
Coaching		30,315		30,315	47,642
Home Galas		11,359		11,359	17,106
External Galas		5,574		5,574	13,787
ASA Fees		6,548		6,548	8,271
Administration		5,510		5,510	5,069
Kit/Social Costs		3,186		3,186	1,565
Timing Board Costs		6,759	1,500	8,259	-
Camps		0		0	3,412
Bank Charges/GoCardless		1,133		1,133	1,691
<b>Total payments</b>		128,662	1,500	130,162	190,830
<b>Excess of receipts over payments</b>		(5,322)	(1,500)	(6,822)	12,416
Opening balance on 'cash' funds 1/9/19	1	47,433	1,500	48,933	36,517
<b>Closing balance on all funds 31/8/20</b>		42,111	0	42,111	48,933

## Havant and Waterlooville Swimming Club

### Statement of Assets and Liabilities as at 31st August 2020

	Unrestricted funds	Restricted Funds	Totals 2020	Totals 2018
<b>Statement of assets and liabilities</b>				
<b>Cash funds 31/8/20</b>				
Current Bank account	42,008	0	42,008	48,933
Cash in hand	105	0	105	
	<u>42,111</u>	<u>0</u>	<u>42,111</u>	<u>48,933</u>
<b>Current Assets</b>				
Squad fees- amounts owed	2,131	0	2,131	298
	<u>2,131</u>	<u>0</u>	<u>2,131</u>	<u>0</u>
<b>Current Liabilities</b>				
Amount owed for independent examination	750	0	750	600
Other sundry creditors	5,198	0	5,198	7,092
	<u>5,948</u>	<u>0</u>	<u>5,948</u>	<u>7,692</u>

#### Notes

1. The restricted fund represents a grant received for timing boards which was spent in September 2019.
2. The cost of £8,259 for training boards shown in these accounts refers to a contribution of 50% towards timing boards which were purchased by Horizon but which will be available for use over a number of years by the club.
3. Early in 2021 the Club applied successfully to HMRC to be able to claim gift aid going back to the establishment of the charity in 2017. The amount of gift aid is unlikely to be large and has not been included in the statement of assets and liabilities.

The Club had no other significant assets or liabilities as at the 31<sup>st</sup> August 2020.

Approved by the Board of Trustees

Signature



Full Name

Helen Hull

#### Accounting Policies

##### Basis of Preparation

The financial statements have been prepared as receipts and payments accounts as allowed by s. 133 of the 2011 Charities Act for non-company charities with an income under £250,000.

Assets and liabilities are recognized at historical cost or transaction value unless otherwise stated.

##### Funds

General funds represent the funds of the Swimming Club are not subject to any restrictions regarding their use and are available for the application on the general purposes of the trusts activities.

##### Fixed Assets

Havant and Waterlooville Swimming Club has no fixed assets.